

**BY ORDER OF THE COMMANDER
30TH SPACE WING**

30TH SPACE WING INSTRUCTION 36-2501

23 JUNE 2009

Personnel



**30TH SPACE WING SENIOR AIRMAN
BELOW-THE-ZONE (BTZ) PROMOTION
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFI 36-2502, *Airman Promotion Program* and MPFM 06-57, *Senior Airmen Below The Zone Program*. It establishes and standardizes the procedures for the Vandenberg AFB Senior Airman BTZ Promotion Program. As defined within, this instruction is applicable to large and small units. Refer recommended changes and conflict to 30 FSS/FSMPP, 1031 California Blvd, Suite C-207, Vandenberg AFB CA 93437, on Air Force (AF) Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil>.

SUMMARY OF CHANGES

This version incorporates the following changes: the board members identified (paragraph **6.1.2.**); the selection folders described (paragraph **7.**); the scoring process identified (paragraph **8.**) and Board Instructions **Attachment 2**; an updated board oath **Attachment 3**; an updated waiver request letter **Attachment 4**; a new President/Board Member's score sheet **Attachment 5**, a brand new unit CSS checklist **Attachment 6**; a brand new MPF checklist **Attachment 7**; and a new board members feedback worksheet **Attachment 8**.

1. Program Objective. The Senior Airman BTZ Promotion Program is designed to provide exceptionally well-qualified Airmen First Class (A1C) a one-time opportunity to be considered for promotion to Senior Airman 6 months prior to the fixed fully qualified phase point.

2. Responsibilities. Responsibilities for the Senior Airman BTZ Promotion Program are as follows:

2.1. 30 SW/CC:

2.1.1. Serves as the promotion authority for both wing and associate units.

2.1.2. Establishes written administrative procedures for the Senior Airman BTZ Promotion program.

2.1.3. Approves quota distribution based on 15 percent of eligibles (paragraph 4.). Approval of quota distribution is delegated to 30 FSS/FSMP, Military Personnel Flight (MPF) Commander, IAW AFI 36-2502, Para 2.2.5.3.

2.2. 30 FSS/FSMPPE:

2.2.1. Administers SrA BTZ promotion program IAW AFI 36-2502, Para .2.2.2. through 2.2.5., current Air Force Personnel Center guidance (MPFM 06-57), and **Attachment 7** of this publication.

2.2.2. Appoints a board recorder in the grade of SrA or higher for each Central Base Board (CBB).

2.3. Unit commanders of all units:

2.3.1. Reviews the eligibility listing provided by 30 FSS/FSMP to consider all individuals meeting time in service (TIS) and time in grade (TIG) requirements. If member is TDY, on leave, or has a report no later than date (RNLTD) on or after the first day of the first processing month (paragraph 5), the unit commander will ensure the member will be considered for that quarter's selections. If the member is a projected gain and has not departed the previous duty station as of the first day of the first month of that BTZ quarter, the gaining unit and MPF in coordination with the current unit commander must ensure the member was/is considered at previous location.

2.3.2. Ensures all eligible members meeting the TIS and TIG requirements are informed of eligibility and verifies personal data via a Records Review RIP at the vMPF.

2.3.3. Nominates unit member(s) to meet a unit board or CBB based on the following criteria:

2.3.3.1. Member demonstrates the potential to be effective as a SrA and is clearly deserving of promotion above his/her peers.

2.3.3.2. Member does not have any promotion ineligibility condition listed in AFI 36-2502, Table 1.1.

2.3.3.3. Member does not have negative quality indicators. [Discuss nomination with supervisors/rating chain and review the contents of all closed out enlisted performance reports (EPR) and the personal information file (PIF).]

2.3.4. Directed by headquarters (DBH) EPRs are no longer required for the sole purpose of SrA BTZ consideration. An AF Form 1206, Nomination for Award, will be used instead of an EPR to submit a nominee. The AF Form 1206 will be no more than 15 lines in length (including sub-bullets) not including headings. The following 3 categories will

be used: (1) Leadership and Job Performance in Primary Duty, (2) Significant Self Improvement, and (3) Base and Community Involvement.

2.3.5. Completes Unit BTZ checklist (**Attachment 6**) and file in filing plan.

2.4. Unit commanders of small units (units with 6 or less eligibles) :

2.4.1. Nominate to the CBB eligible members who meet the requirements of paragraph **2.3.3**. The number of eligible members nominated by a unit will be no more than the total number of quotas (stripes) being considered by the CBB. The MPF will notify the commander of this number.

2.5. Unit commanders of large units (units with 7 or more eligibles):

2.5.1. Conduct a board using the criteria set forth for the CBB.

2.5.2. The board president of large units will be the squadron superintendent. If the superintendent cannot be present for the board, the unit commander will appoint a SMSgt, CMSgt, or a First Sergeant as the board president.

2.6. President of CBB:

2.6.1. Oversees the CBB process.

2.6.2. Nominates three board members for each CBB (paragraph **6**).

2.6.3. Ensures board members are briefed and follow CBB instructions (**Attachment 2**).

2.6.4. Ensures board members are administered the board oath (**Attachment 3**).

2.6.5. Is a non-voting member unless there is a tie, then serves as the tie-breaking authority.

2.6.6. Ensures board "meeting minutes" are completed in accordance with paragraph **2.8**, approved by 30 SW/CC and returned to 30 FSS/FSPMPPE for final processing.

2.7. Board members of CBB follow the instructions in **Attachment 2** and **Attachment 5** to score nominees' packages.

2.8. The board recorder will prepare the board report that will include, at a minimum, a list of board members, board recorder, order of merit (identifying select/non-select status), and cutoff score. Board recorder will ensure the report is signed by the board president and 30 SW/CC. He/she will also distribute and collect board feedback worksheets located at **Attachment 8** and forward to unit First Sergeants or Squadron Commanders when minutes are completed.

3. General Program Information. Vandenberg AFB will have one CBB each quarter consisting of all nominees from all of the small units on the base. There will not be separate boards for each MAJCOM represented on base.

3.1. SrA BTZ Promotion Boards are held the last month of each quarter (Mar, Jun, Sep, Dec).

3.2. Individuals in AFSCs 1C2X1 and 1T2X1 are eligible for BTZ consideration IAW MPFM 06-57.

3.3. There is no requirement for any board to use its full quota.

3.4. A projected BTZ promotion cannot be placed in withhold status. If the squadron commander determines a quality indicator of any kind has been identified, he/she can non-recommend the member for promotion and the first alternate can be promoted in the original selectee's place if the 30 SW/CC concurs with the request (CBB only). If the member is from a large unit board, the unit board president may make a recommendation to the unit commander to request the alternate receives the promotion. If the request is approved, the large unit board president must resubmit BTZ meeting minutes to 30 FSS/FSMPPE as soon as the request is approved.

4. Quotas. Quotas are based on 15 percent of the total TIG and TIS eligible population listed on Parts I and II of the quarterly BTZ roster (remove students and World Class Athletes from the eligible population) (do not include members listed on Part III in the eligible population). The MPF/CC determines, approves and distributes quotas to units. Quotas are computed and distributed as follows:

Computation: Eligibles multiplied by 15 percent equals the quota

Example: 13 eligibles x 0.15 = 1.95, or 2 BTZ quotas

(Note: Fractions of 0.5 or higher are rounded up)

Table 1. Distribution.

ELIGIBLES	QUOTA	ELIGIBLES	QUOTA
2-9	1	37-43	6
10-16	2	44-49	7
17-23	3	50-56	8
24-29	4	57-63	9
30-36	5		

5. Processing Cycles.

Table 2. Processing Cycles.

PROCESSING MONTHS	SELECTION MONTH	PROMOTION MONTHS
JAN-FEB	MAR	APR-JUN
APR-MAY	JUN	JUL-SEP
JUL-AUG	SEP	OCT-DEC
OCT-NOV	DEC	JAN-MAR

6. CBB Composition.

6.1. The standard will be for all BTZ candidates to meet the CBB. Service dress uniform will be worn by candidates and board members. If any candidate is TDY or the 30 SW/CCC determines a "records only" board is more appropriate, he/she is authorized to make that decision. If the board is a "records only" board, the board members may wear the uniform of the day. The board recorder will wear the same uniform as the board members.

6.1.1. The board president will be the 30 SW/CCC. If he/she is not available, the CCC may appoint another CMSgt.

6.1.2. Three voting board members will be appointed by the board president. Each CBB will consist of one First Sergeant, one Senior NCO from an associate unit and one 30 SW Senior NCO.

6.1.3. A non-voting recorder appointed by 30 FSS/FSMP in the enlisted grade of SrA or higher.

6.2. Boards held by large units will consist of the following:

6.2.1. The board president as determined IAW paragraph 2.5. He/she will coordinate with the unit commander and determine if the board will be “records only” or face-to-face and will appoint the following:

6.2.2.1. Three voting board members in the enlisted grade of Technical Sergeant or higher.

6.2.2.2. A non-voting recorder in the enlisted grade of SrA or above.

7. Selection Folders.

7.1. Commanders of small units are responsible for providing 30 FSS/FSMPPE a selection folder for all CBB nominees. Each folder includes AF Form 1206, decorations, and a letter signed by the squadron commander indicating the member has a current fitness test with a score of 75 or above. **Actual fitness scores will not be given to the board.**

7.2. The MPF will order a BTZ RIP and organize each board members' folder IAW **Attachment 7**.

8. Scoring Process.

8.1. The selection folders will be scored using quarter-point increments, with the following maximum values per area: Leadership and Job Performance in Primary Duty (9 points), Significant Self Improvement (3 points), and Base and Community Involvement (3 points). The scores will be recorded on the score sheet at **Attachment 5**. After the packages are scored, the board members will rank order the nominees. With the exception of the CBB President's scores, the board member's rank order scores will be added together for a composite board score using the score sheet at **Attachment 4**. The eligible members will then be sorted in order of merit from the lowest composite board score to the highest. (Equivalent electronic databases maybe used in place of these two attachments referenced in this paragraph).

8.2. If the board is face-to-face, board members will rate each nominee based on the following: accuracy of answers to question(s), dress and appearance, bearing, and communication skills on a 6-point scale. Each board member will only score his/her own question, but should use the entire interview to come up with the overall score. These scores will then be added to the selection folder scores on the score sheet and sorted IAW paragraph **8.1**.

8.3. In the event of a tie score, the CBB President will break the tie.

8.4. Face-to-Face BTZ boards will consist of no more than one question from each of the following areas (Chapter references are taken from the *Professional Development Guide*, unless otherwise stated): Dress and Appearance (Chap 17), Military Customs and Courtesies (Chap 8), Profession of Arms (Chap 9, Section D), General or Specific Airmen

Responsibilities (AFPAM 36-2618), Enlisted History (Chap 2), Leadership (Chap 10), Air Force Doctrine (Chap 4), Emergency Management Program (Chap 5), Fit Force (Chap 18), and current events. Each board member will be assigned to ask one fact and one opinion question each.

9. Processing Errors.

9.1. Prior to announcement. If a member should have been considered during the current quarter board and the error is discovered before promotions are announced, large unit commanders will consider the member and adjust selections accordingly (this does not apply to members who are gained, and it has been determined they were not considered by their losing base; see supplemental BTZ consideration). The CBB will reconvene to consider small unit eligibles and adjust selections accordingly.

9.2. After announcement. If a member should have been considered during the current board and the error is discovered after selections are announced, supplemental promotion consideration procedures apply (see paragraph 10.). Adjustments will not be made to the gaining unit/base quota if the error is discovered and a member should have been considered by his/her losing base. Every effort should be made to ensure the member is considered by the losing unit/base. If the losing unit/base has already announced selections, supplemental consideration (with current commander recommendation) should be requested by the gaining base.

10. Supplemental BTZ Consideration.

10.1. Commanders may request supplemental BTZ consideration for members that should have been considered by a previous board and the error was not discovered until after promotions were announced. After obtaining unit commander's recommendation, the MPF forwards fully documented supplemental requests to HQ AFPC/DPPPWM for consideration via e-mail. It is imperative supplemental BTZ consideration is requested only when the unit commander concurs with consideration. Additionally, if the basis for the supplemental request is because the member did not receive fair consideration (or was not considered at all at their last duty station), contact the losing unit and MPF before requesting supplemental consideration, and forward all correspondence along with the supplemental request. This will assist HQ AFPC/ DPPPWM in determining if supplemental BTZ consideration is appropriate. HQ AFPC/ DPPPWM will respond with further instructions. If selected, members may apply for a retroactive change to his/her effective date according to AFI 36-2502, Para 1.13.

10.2. It is the responsibility of the member, supervisor and commander to ensure proper identification as an eligible, nomination IAW program policies, and verification of the data on the BTZ RIP prior to the board. **Supplemental consideration will not be given for the following reasons:**

10.2.1. Incorrect data reflected on the BTZ RIP.

10.2.2. Denied BTZ nomination due to incorrect data reflected on the BTZ RIP or in the UPRG.

10.2.3. BTZ eligibility listing not returned to 30 FSS/FSMP or individual was overlooked and not considered.

10.2.4. Nomination package, AF Form 2096, *Classification/On-The-Job Training Action*, or decoration was not completed, submitted and/or approved in time to meet the board.

11. Notification Process.

11.1. Small Units. Once the board report is approved by 30 SW/CC, 30 FSS/FSMP will notify squadron commanders or designated representatives of the results for release. Unit commanders with a selectee(s) will provide a written promotion recommendation letter to 30 FSS/FSMP prior to the promotion effective date. This may be accomplished by adding the name(s) to the monthly promotion selectees listing or completing a separate memorandum.

11.2. Large Units. Upon conclusion of the board, unit commander will notify the member and provide a written promotion recommendation letter to 30 FSS/FSMP prior to the promotion effective date. As with the small unit process, this may be accomplished by adding the name(s) to the monthly promotion selectees' listing or by completing a separate memorandum.

12. Adopted Forms :

AF Form 1206, *Nomination for Award*

AF Form 2096, *Classification/On-The-Job Training Action*

DAVID J. BUCK, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References:***

AFI 36-2502, *Airman Promotion Program*, 6 August 2002

AFPAM 33-363, *Management of Records*, 1 March 2008

MPFM 06-57, *Senior Airman Below the Zone Program*, 18 August 2006

Abbreviations and Acronyms:

AF—Air Force

AFSC—Air Force Speciality Code

AFPAM—Air Force Pamphlet

BTZ— Below the Zone

CBB—Central Base Board

CCC—Command Chief

CSS—Commander Support Staff

DBH—Directed by Headquarters

EPR—Enlisted Performance Report

IAW—In Accordance With

MPF—Military Personnel Flight

MPFM—Military Personnel Flight Memorandum

NCO—Non-Commissioned Officer

PIF—Personal Information File

RDS—Records Disposition Schedule

RNLTD— Report No Later Than Date

TDY—Temporary Duty

TIG—Time in Grade

TIS— Time in Service

UPRG—Unit Personnel Record Group

vMPF—Virtual Military Personnel Flight

Attachment 2

BOARD INSTRUCTIONS

A2.1. Approximately two days prior to the CBB convening date, each board member will receive a BTZ folder with the information outlined in (**paragraph 7** and **Attachment 7**) of this instruction. If time allows, the board members will meet to discuss scoring approaches and to validate completion of the packages

A2.2. Prior to the board date, each board member will independently assign a score up to 15 points to each nominee using quarter-point increments, with the following maximum values per area: Leadership and Job Performance in Primary Duty (9 points), Significant Self Improvement (3 points), and Base and Community Involvement (3 points). The scores will be recorded on the score sheet at **Attachment 5**. After the packages are scored, the board members will rank order the nominees.

A2.3. Board Proceedings.

A2.3.1. The board president will monitor the entire board process and advise the board members on all proceedings.

A2.3.2. The board president will administer the oath to voting board members and the non-voting recorder.

A2.3.3. If there is a face-to-face board, the board will be conducted and board members will rate the package and the interview using the score sheet at **Attachment 5**.

A2.3.4. The board recorder will collect score sheets and compile a composite board score using the score sheet at **Attachment 4**. The board recorder will then sort the eligible members in order of merit from the one with the highest score to the lowest.

A2.3.5. Board members will not discuss individual nominees' scores until after the composite board score is completed using **Attachment 4**. This ensures each board member scores the record independently and fairly.

A2.3.6. If the board is scoring 1-5 nominees, the board recorder will identify any record, which has been rank ordered with a difference of more than two points between any of the board members (e.g. 1, 3, 3, 4). If the board is scoring 6-10 nominees, the recorder will identify any record with a difference of more than three points, and if the board is scoring the record of 11 or more nominees, the recorder will identify any record with a difference of more than four points. This process is required only if the discrepancy causes an issue with the outcome of the recipient(s) of the stripe(s). These discrepancies are termed a split vote and will be returned to the board for resolution. At this point, all board members will discuss the record openly among themselves regarding their reasoning. Following the discussion, **board members will rescore and rank order the packages**. This ensures consistency of scoring and eliminates the possibility that the action of any one board member will have a major impact, either positive or negative, on any individual's board score.

A2.3.7. The board will choose the BTZ selectees, not exceeding the board quota, and a first alternate selectee.

A2.3.8. The board president will score all packages and determine the winner in the event of a tie.

A2.3.9. The board members will complete one feedback notice on each eligible and turn in to the BTZ recorder at the end of the board.

Attachment 3
OATH/ACKNOWLEDGEMENT SHEET

Figure A3.1. Oath/Acknowledgement Sheet.

OATH

I SOLEMNLY SWEAR THAT I WILL

WITHOUT PREJUDICE OR PARTIALITY

HAVING IN VIEW BOTH THE SPECIAL FITNESS OF THE AIRMEN

AND THE EFFICIENCY OF THE UNITED STATES AIR FORCE

PERFORM THE DUTIES IMPOSED UPON ME

The below named individuals have been briefed by the board president, and by signing below, acknowledge and accept responsibility to perform the duties for this below-the-zone promotion board.

	Name	Signature
Board President	_____	_____
Board Member	_____	_____
Board Member	_____	_____
Board Member	_____	_____
Board Recorder	_____	_____

CUMULATIVE RANK ORDER SHEET

[illegible]

Attachment 5

BOARD MEMBER'S SCORE SHEET

Table A5.1. Board Member's Score Sheet.

NOMINEES	Leadership & Job Performance in Primary Duty (9 Points)	Significant Self Improvement (3 points)	Base and Community Involvement (3 points)	Board (6 points)	Total	Rank Order
A1C						
A1C						
A1C						
A1C						
A1C						
A1C						
A1C						

Board Member

Name/Rank _____ Signature _____

Attachment 6

UNIT BTZ CHECKLIST FOR LARGE AND SMALL UNITS

- _____ Review the eligibility listing provided by 30 FSS/FSMP to consider all individuals meeting time in service (TIS) and time in grade (TIG) requirements, even if member is TDY, on leave, or has a report no later than date (RNLTD) on or after the first day of the first processing month (**paragraph 5**) for that quarter's selections. (See AFI 36-2502, Para 2.2.5.4.) Also see MPFM 06-57, Attach 1 for TIS/TIG requirements associated with each board.
- _____ Ensure all eligible members meeting the TIS and TIG requirements are informed of their eligibility and review Records Review RIP in vMPF so he/she can review data for verification.
- _____ Ensure members do not have promotion ineligibility conditions listed in AFI 36-2502, Table 1.1.
- _____ IAW BTZ MPFM 06-57, Pg 5, Nominations, ensure Commanders review any EPR(s), the Airman personal information file (PIF), and discuss nominations with the member's supervisors/rating chain prior to making a nomination decision regardless of if the Airman is meeting a large unit or small unit/CBB.
- _____ Ensure an AF Form 1206 is completed with no more than 15 lines (not to include headings). Use the most current version of the form and the following headings: Leadership and Job Performance in Primary Duty, Significant Self Improvement, and Base and Community Involvement. Ensure one copy of the selection folder contents (paragraph 7.) are forwarded to 30 FSS/FSMPD NLT 1 week prior to the CBB.

Small Unit Only

- _____ Supervisory chain of command and First Sergeant discuss eligibles. Each unit may submit no more than the total number of quotas (stripes) being considered by the CBB.
- _____ Nominate unit member(s) to meet the CBB:
- _____ Comprise a selection folder with a copy of the AF Form 1206, decoration citations, and a letter signed by the unit commander indicating the member has a current fitness score of 75 or higher.

For Large Unit Only

- _____ Conduct a unit-level board following the guidance outlined in **Attachment 2**.

Attachment 7

MPF BTZ CHECKLIST

ROSTER PROCESSING

- _____ Receive BTZ Rosters from PSM/MilPDS
- _____ Contact promotions section at losing base of all inbound eligibles to ensure those members will be considered for BTZ at their current location. Place e-mail in BTZ folder to ensure documentation is complete.
- _____ Print BTZ Cover letter for each squadron's roster. Fill out the section that applies and forward to the squadron with **Attachment 7** (Unit Checklist). (Make copies for your suspense file to include the Unit checklist!!)
- _____ Count eligibles and fill out quota worksheet. Submit to MPF/CC for approval IAW AFI 36-2502, Para 2.2.5.3
- _____ Electronically send eligible rosters to squadrons with a copy of this SWI and a copy of BTZ MPFM 06-57 for quick and easy reference.
- _____ Suspense dates. SMALL _____ LARGE _____

CBB PROCESSING (For Small Squadrons).

- _____ Find out the availability of all nominees for the month the board will meet (this will also determine the 'type' of board)
- _____ Schedule board date with 30 SW/CCCA. Let him/her know which units are sending eligibles (he/she will coordinate/choose board members from units with no eligibles/ nominations)
- _____ PRE-Board Date/Time _____ / _____
- _____ Board Date/Time: _____ / _____

Board Members: _____, _____, _____, PRES: _____

- _____ Email/Contact all First Sergeants and CSS's with the ROEs for that board
- _____ Receive packages from CSS
- _____ Order the BTZ RIPS for each nominee from MILPDS
- _____ Schedule each nominee for specific time and appearance in front of the board
- _____ Make folder or binder for each board member
- Items include: _____ BTZ RIPS _____ AF Form 1206 _____ Fitness Letter
- _____ Decorations _____ Score Sheets _____ One Feedback Sheet per eligible
- _____ Receive Oath signatures and board feedback worksheets from each board member

Post Board Processing.

- _____ Prepare minutes and submit to 30 SW/CC within 3 duty days of board
- _____ Receive Minutes from 30 SW/CC
- _____ E-mail Commanders of nominees within one duty day of receipt of BTZ minutes.
- _____ Send a separate email to each nominee's First Sergeant and Commander to include all board members feedback worksheets
- _____ Remind selectees' CSS to complete promotion recommendation letters
- _____ Update selectees' projected promotion in MilPDS by using the BTZ roster for official date
- _____ Email all selectee names to Public Affairs Office to include large unit board selectees'

BOARD MEMBER'S BTZ PACKAGE FEEDBACK WORKSHEET

Figure A8.1. Board Member's BTZ Package Feedback Worksheet.

[illegible][illegible]

Board Member's Printed Name, Signature